

7 JUL 1990

CHAPTER 3
APPENDIX B

FOR OFFICIAL USE ONLY

SAMPLES OF PORT CALLS

AMC Category "B" Flight For A Member And Dependents

FM NAVPTO NORFOLK VA//
TO PERSUPP DET LITTLE CREEK VA//
INFO USS INDEPENDENCE//
INDYASSTM INDEPENDENCE YOKOSUKA JA//
UNCLAS //N04650//FOUO
SUBJ/PORT CALL FOR PN1 JOHN JONES, USN, 000-00-0000 AND DEPNS//
REF/A/. PERSUPP DET LITTLE CREEK VA PRR OF 30 JUL 93
RMKS/1. IRT REF A, SNM IS DIRECTED TO REPORT AMC COUNTER, Los Angeles
INTERNATIONAL AIRPORT, LOS ANGELES, CA, ON 5 JUN NLT 2015 FOR AMC CHARTER
FLIGHT MC7 TO YOKOTA JA, FFT USS INDEPENDENCE. ETA 07 JUN AT 0700. TRAVEL IN
APPROPRIATE CIVILIAN ATTIRE IS AUTHORIZED. AUTH DEPNS INCLUDE: WIFE, SUSAN
R, 123-45-6789, SON, MICHAEL J., 321-45-6789, DAU, JANE L., 231-45-6789.
ENSURE PERSONNEL IDENTIFICATION CREDENTIALS ARE IN POSSESSION AS PRESCRIBED BY
DOD FOREIGN CLEARANCE GUIDE.
2. ATTACH THIS MSG TO ORIGINAL ORDERS. THIS PORT CALL CONSTITUTES AN ORDMOD |
3. AMC COST: \$275.00 EACH PAX.
4. FOLLOWING ONWARD TRAVEL ADVICE PROVIDED: PASSENGERS ARRIVING AT YOKOTA
AIR BASE.
A. IF SPONSOR IS NOT WAITING AT THE TERMINAL CONTACT THE NAVY AIR
TRAFFIC COORDINATING OFFICE (NATCO) COUNTER LOCATED INSIDE THE AMC TERMINAL
FOR TRAVEL ASSISTANCE OR ACCESS TO MILITARY PHONE SERVICE. IN CASE OF AN
EMERGENCY AND NATCO REPRESENTATIVES ARE UNAVAILABLE REPORT TO THE PASSENGER
SERVICE COUNTER IN THE AMC TERMINAL.
B. PERSONNEL ARE REQUIRED TO SIGN UP AT NATCO FOR ONWARD GROUND
TRANSPORTATION TO YOKOSUKA. GOVERNMENT CHARTERED BUSES ARE AVAILABLE AT NO
COST AND DEPART YOKOTA 3:30PM AND 10:30PM DAILY. ESTIMATED GROUND TIME IS 3-4
HOURS.
C. COMMERCIAL MODES OF GROUND TRANSPORTATION ARE EXPENSIVE AND
IMPRACTICAL. HOTEL AND GOVERNMENT LODGING IS LIMITED WITHOUT CONFIRMED
RESERVATIONS. RECOMMEND THAT A MINIMUM OF \$250.00 IN JAPANESE CURRENCY BE IN
POSSESSION UPON ARRIVAL IN JAPAN, IN THE EVENT THAT GOVERNMENT TRANSPORTATION
IS UNAVAILABLE OR OVERNIGHT ACCOMMODATIONS ARE REQUIRED.
5. IF THIS PORT CALL CANNOT BE COMPLIED WITH CONTACT NAVPTO NORFOLK AT DSN
564-2514, COML 757-444-2514

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(continued)

AMC Category "B" Flight for Civilian Employee

FM NAVPTO SAN FRANCISCO CA//
TO PERSUPP DET ALAMEDA CA//
INFO USS CARL VINSON//
NAS SIGONELLA IT//
UNCLAS //N04650//
SUBJ/PORT CALL FOR GM13 JOHN SMITH, 000-00-0000//
REF/A/PERSUPP DET ALAMEDA CA 000000Z AUG 87//
RMKS/1. IRT REF A, SUBJECT TRAVELER IS DIRECTED TO REPORT TO THE AMC
PASSENGER COUNTER, MAIN TERMINAL BLDG, CONCOURSE D, PHILADELPHIA INTL AIRPORT,
PHILADELPHIA, PA, ON 06 JUN NLT 1600 FOR AMC CHARTER FLIGHT MC17 (CATEGORY B)
TO NAS SIGONELLA IT FFT USS CARL VINSON. ETA 07 JUN AT 1335.
2. ATTACH COPY OF THIS PORTCALL TO EMPLOYEE'S ORIG ORDERS. THIS PORTCALL
CONSTITUTES AN ORDMOD.
3. AMC COST: \$620.00 PER PAX. ENSURE 15 DIGIT AMC CIC IS REFLECTED IN TDY
ORDERS.
4. FOLLOWING ONWARD TRAVEL ADVICE PROVIDED:
A. THE AMC CAT B FLIGHTS ARRIVES AT THE PASSENGER TERMINAL (NAVAIRTERM),
SIGONELLA WHICH IS LOCATED ON NATO MARITIME BASE. PERSONNEL ASSIGNED TO
COMMANDS AT SIGONELLA WILL BE MET AT THE NAVAIRTERM BY A REPRESENTATIVE FROM
FAMILY SERVICE CENTER AND AN ASSIGNED SPONSOR. PERSONNEL ASSIGNED TO SHIPS
AND OTHER COMMANDS SHOULD REPORT TO PASSENGER ASSISTANCE/INFORMATION COUNTER
IN THE NAVAIRTERM.
5. FOR RETURN TRANSPN: WHEN DATE OF RTN TVL KNOWN, IMMEDIATELY CONTACT
NAVPTO EUR NAPLES IT TO ARRANGE RTN TRANSPN IAW OPNAVINST 4650.15
6. IF THIS PORT CALL CANNOT BE COMPLIED WITH CONTACT NAVPTO SAN FRANCISCO CA
ON DSN 672-3311, COML 510-302-3311 MONDAY THROUGH FRIDAY 0800-1630 AND XXX-
XXXX AFTER 1630 SATURDAY, SUNDAY AND HOLIDAYS.

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Commercial Air

FM NAVPTO WASHINGTON DC//30//

TO PERSUPP DET ANACOSTIA WASHINGTON DC//JJJ//

INFO: USS SIMON LAKE//

UNCLAS //N04650//

SUBJ/PORT CALL FOR LT JOHN DOE, USN 000-00-0000//

REF/A/DOC/OPNAVINST 4650.15//

RMKS/1. PROVIDE SUBJ PORT CALL TO TRAVELER AND EXPLAIN FULLY. ATTACH TO ORDERS. THIS PORT CALL CONSTITUTES AN ORDMOD. IF TRAVELER CANNOT COMPLY SUBSEQUENT TO DETACHMENT CONTACT NAVTPO WASHINGTON, DC AT (703) 607-0052 DURING DUTY HOURS. AFTER DUTY HOURS CONTACT 1-800-XXX-XXXX.

2. NO GOVAIR AVAIL TO NEW PERMDUSTA. TRANSPORTATION DIRECTED VIA COML AIR CARRIER FROM WASHINGTON, DC NATIONAL AIRPORT TO ROME, IT VIA DELTA AIRLINES (DL) AND LEAST COSTLY FARE FROM ROME TO OLBIA, IT VIA MERIDIANA AIRLINES (IG). NO FOREIGN FLAG CARRIER AUTH CONUS TO ROME, IT.

3. SNO HAS CONFIRMED RESERVATIONS ON THE FOLLOWING FLIGHTS:

FLT	DATE	DEST	DEPART	ARRIVE
DL634	28AUG97	DCA/JFK	1515	1623
DL148	28AUG97	JFK/FCO	1815	0445/29AUG97
IG120	29AUG97	FCO/OLB	1525	1610

4. TRAVELER INFORMATION:

A. ENSURE PASSPORT/APPLICABLE VISAS ARE IN POSSESSION IF REQUIRED BY DOD FOREIGN CLEARANCE GUIDE.//

B. UPON ARRIVAL AT THE INTERNATIONAL TERMINAL IN OLBIA, CONTACT THE NAVY REPRESENTATIVE AT THE GEASAR OFFICE IN THE TERMINAL FOR FURTHER TRANSPORTATION BY BUS TO PALAU. THIS BUS IS FREE AND THE SCHEDULE COINCIDES WITH ALL AIRCRAFT ARRIVALS FROM ROME.//

C. WHEN YOU REACH PALAU YOU MUST PURCHASE A FERRY BOAT TICKET TO LA MADDALENA. THERE ARE CURRENTLY TWO FERRY BOAT COMPANIES IN OPERATION, THE SAREMAR LINES AND THE S AND Z LINES. THE SAREMAR TICKET OFFICE IS LOCATED IN THE SNACK BAR WHICH IS LOCATED ON THE PIER. THE BUS WILL STOP IN FRONT OF THE TICKET OFFICE. COST OF TICKET IS APPROX 1,500 LIRE-ABOUT \$1.25 US DOLS IN THE WINTER AND 1,700 LIRE-ABOUT \$1.40 US DOLS IN THE SUMMER. THE S AND Z FERRY LINE TICKET OFFICE IS LOCATED DIRECTLY ACROSS FROM THE SNACK BAR ON THE WATER FRONT IN THE TEMPORARY TRAILER TYPE BUILDING. TICKETS ARE APPROX 500 LIRE ABOUT \$.45 US DOLS. AFTER DISEMBARKING FROM THE FERRY, AND IF NOT MET BY A SPONSOR, CALL THE 24 HOUR SECURITY PHONE NUMBER 790244 FOR PICK-UP. THE U.S. NAVY SUPPORT OFFICE COMPOUND AREA IS APPROX ONE HALF MILE TO YOUR RIGHT. THERE IS A LARGE ANCHOR IN THE TRAFFIC CIRCLE JUST IN FRONT AND LEFT OF THE ENTRANCE TO THE BASE.

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SAMPLES OF PORT CALLS

SALES PERSON: ITINERARY/INVOICE NO. DATE: 21 MAY 97
CUSTOMER NO. PAGE: 01

TO: IF YOU REQUIRE TRAVEL ADVICE/ASSISTANCE PRIOR TO TRAVEL
CALL PERSUPDET, SUBASE BANGOR AT 360-396-5773. IF YOU
NEED ASSISTANCE WITH AIR RESERVATIONS WHILE ENROUTE
BETWEEN DUTY STATIONS OR WHEN IN A LOCATION WITH NO PSD
OR NAVPTO, CALL THE NAVY HELP DESK AT 1-800-359-999
YOUR SABRE REFERENCE CODE IS *****

FOR: JOHN H. JONES REF: O,SEA,AAZ
16 JUN 97 - MONDAY
AIR US AIRWAYS FLT:104 COACH LUNCH
LV SEATTLE TACOMA 1000A EQP: BOEING 757
AR PHILADELPHIA 553P NON-STOP
HOTEL PHILADELPHIA
HI HOLIDAY INN 1 NIGHT OUT-17JUN
45 INDUSTRIAL HWY 1 ROOM
ESSINGTON PA 19029 RATE-USD90.00 PER NIGHT
FONE-610-521-2400
CONFIRMATION 093810948204895
RATE DOES NOT INCLUDE TAX. RATE AT THAT LOCATION IS
8 PERCENT.
HOTEL GUARANTEED TO CREDIT CARD, MUST CANCEL RESERVATION
BY 6 PM TO AVOID PENALTY.

17 JUN 97 - TUESDAY
OTHER
AMC FLIGHT 17 REPORT NLT 1630 LV PHILADELPHIA PA 1800 17JUN
AR NAPLES ITALY 1110 18JUN SEE AMC TRAVELOPE FOR REPORTING
DETAILS SEE IMPORTANT TRAVEL INFORMATION BELOW

18 JUN 97 - WEDNESDAY
CBQ NAPLES
BQ NAVSUPPACT NAPLES NAP 3 NIGHTS OUT-21JUN
NAVSUPPACT NAPLES 1 ROOM 1 SPACE
NAPLES ITALY RATE-USD15.00 PER NIGHT
81-724-4842 CONFIRMATION 029182

Enclosure (1)

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21 JUN 97 - SATURDAY

AIR	BRITISH AIRWAYS	FLT:2607	BUSINESS
	LV NAPLES		210P EQP: BOEING 737
	AR LONDON GATWICK	SEAT-4A	400P NON-STOP

21 JUN 97 - SATURDAY

HOTEL LONDON	GATWICK	
SQ REGENTS PARK HOTEL		2 NIGHTS OUT-23 JUN
156 GLOUCESTER PLACE		1 ROOM SINGLE WITH BATH
LONDON NW1 6DT ENGLAND		RATE-USD120.00 PER NIGHT
PHONE-44-171-258-1911		
CONFIRMATION 1902938547		
RATE DOES NOT INCLUDE TAX. RATE AT THAT LOCATION IS		
12 PERCENT		
HOTEL GUARANTEED TO CREDIT CARD, MUST CANCEL		
RESERVATION BY 4PM TO AVOID PENALTY.		

23 JUN 97 - MONDAY

AIR	AMERICAN AIRLINES	FLT:141	ECONOMY	LUNCH
	LV LONDON HEATHROW	TERM:3	100P	EQP: AIRBUS A300
	AR NEW YORK JFK		400P	NON-STOP

SEAT-20A

CAR	NEW YORK JFK	NATIONAL RENTAL	CORP ID-5999983
	PICK UP-1600	1-COMPACT CAR AUTO AC	
	RETURN-25JUN/1400		

RATE IS GUARANTEED
 DAILY RATE-USD43.00 UNLIMITED MILEAGE
 CONFIRMATION NUMBER 1379318148COUNT
 RECONFIRM HOURS OPEN IF CHANGING FLIGHTS

25 JUN 97 - WEDNESDAY

AIR	AMERICAN AIRLINES	FLT:185	ECONOMY	LUNCH
	LV NEW YORK JFK		200P	EQP: BOEING 767
	AR LOS ANGELES	SEAT-22J	442P	NON-STOP
AIR	AMERICAN AIRLINES	FLT:3205	ECONOMY	
	OPERATED BY WINGS WEST INC			
	LV LOS ANGELES	TERM:4	540P	EQP:SAAB 340 TPROP
	AR SAN DIEGO	SEAT-7C	628P	NON-STOP

25 JUN 97 - WEDNESDAY

HOTEL SAN DIEGO		
BW BEST WESTERN HACIEND	2 NIGHTS	OUT-27 JUN

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4041 HARNEY STREET 1 ROOM
SAN DIEGO CA 92110 RATE-USD70.00 PER NIGHT
FONE-619-298-4707
CONFIRMATION 8703757683
RATE DOES NOT INCLUDE TAX. RATE AT THAT LOCATION IS 10
PERCENT
HOTEL GUARANTEED TO CREDIT CARD, MUST CANCEL RESERVATION
BY 4PM TO AVOID PENALTY.

27 JUN 97 - FRIDAY
AIR ALASKA AIRLINES FLT:511 COACH BREAKFAST
LV SAN DIEGO 728A EQP:BOEING 737 400
AR SEATTLE TACOMA SEAT-14A 1009A NON-STOP

-----IMPORTANT TRAVELER INFORMATION-----

200,000 DLS FREE TRAVEL INSURANCE PROVIDED BY GOVERNMENT CREDIT CARD
CONTRACTOR WHERE ALLOWED BY LAW. 150,000 DLS AUTOMATIC TRAVEL ACCIDENT
INSURANCE PROVIDED BY YOUR COMMERCIAL TRAVEL OFFICE WHERE ALLOWED BY LAW.

NO ADDITIONAL CHARGES MAY BE MADE AGAINST THE CHARGE NUMBER SHOWN ON YOUR
AIRLINE TICKET. CASH/INDIVIDUAL CHARGE CARD MUST BE USED. FILE CLAIM FOR
REIMBURSEMENT IF ADDITIONAL CHARGES ARE FOR OFFICIAL TRAVEL PURPOSES.

GOVERNMENT CHARGE CARD CONTRACTOR PROVIDES FREE BAGGAGE INSURANCE UP TO 1,250
DLS FOR CARRY ON BAGGAGE AND UP TO 500 DLS ON CHECKED BAGGAGE IN EXCESS OF
COMMERCIAL CARRIERS COVERAGE. TO FILE A BAGGAGE CLAIM WITH AMEX CALL 1-800-
645-9700.

PLEASE COMPLETE THE QUALITY ASSURANCE FORMS PROVIDED YOUR OPINION COUNTS
HAVE A PLEASANT AND SUCCESSFUL TRIP.

AIRLINE REQUIREMENTS PREVENT ISSUANCE OF BOARDING PASSES. PLEASE OBTAIN
BOARDING PASSES AT AIRPORT.

YOU HAVE BEEN TICKETED ON A CARRIER UNDER GOVERNMENT CONTRACT AND YOU ARE
NOT ALLOWED TO CHANGE CARRIERS FOR PERSONAL REASONS. THE AIRPORT OF DEPARTURE
AND ARRIVAL HAS BEEN DETERMINED TO BE THE MOST COST EFFECTIVE. SHOULD CHANGES
IN TRAVEL REQUIREMENTS OCCUR, A STATEMENT AS TO THE REASON SHOULD BE SUBMITTED
WITH YOUR TRAVEL VOUCHER.

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INTERNATIONAL TRAVEL - PLEASE RECONFIRM YOUR RETURN FLIGHT 72 HRS PRIOR TO DEPARTURE DIRECTLY WITH AIRLINE.

-----GOVT AIR -----

USE THE ATTACHED TRAVELOPE FOR AMC CHECK-IN FOR YOUR GOVERNMENT PROCURED COMMERCIAL AIR CHARTER FLIGHT. YOU MAY CHECK-IN 4 HOURS IN ADVANCE OF SCHEDULED DEPARTURE BUT NO LATER THAN 1 1/2 HOURS OF SCHEDULED DEPARTURE TIME.

YOU MAY REQUEST THE AIRLINES TO HAVE YOUR BAGGAGE INTERLINED WITH AMC TO YOUR FINAL DESTINATION. PLEASE NOTE - EXCEPTION AMC FLT 17 FROM PHILADELPHIA.

MILITARY PERSONNEL MAY TRAVEL IN APPROPRIATE CIVILIAN CLOTHING.

DON'T BE A NO SHOW. THIS A NO SMOKING FLIGHT.

-----TOLL FREE NAVY HELP DESK PHONE NUMBERS-----
-----FOR INTERNATIONAL TRAVELERS-----

WHEN TRAVELING IN THE UNITED KINGDOM DIAL 0500-893644
TO CONTACT SATO TRAVEL NAVY HELP DESK.

-----TOLL FREE NAVY HELP DESK PHONE NUMBERS-----
-----FOR INTERNATIONAL TRAVELERS-----

WHEN TRAVELING IN ITALY DIAL 1678-70593
TO CONTACT SATOTRAVEL NAVY HELP DESK.

GENERAL-ENSURE PERSONNEL IDENTIFICATION CREDENTIALS ARE IN POSSESSION AS PRESCRIBED BY DOD FOREIGN CLEARANCE GUIDE. FOR LOCATION OF NEAREST AMERICAN EXPRESS ATM IN ITALY CALL 1-800-226-4779, OUTSIDE CONUS CALL COLLECT 904-565-7875.

NAPLES

A. PERSONNEL WITH TAD DESTINATION TO NAPLES, ITALY TRAVELING VIA AMC CAT B.

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-1- GOVERNMENT BUS SERVICE IS AVAILABLE FOR PASSENGERS ARRIVING CAPODICHINO AIRPORT TO THE NAVAL SUPPORT ACTIVITY/PERSONNEL SUPPORT ACTIVITY, DETACHMENT NAPLES.

-2- FOR ASSISTANCE CONTACT THE PERSUPPDET CAPODICHINO OFFICE, LOCATED WITHIN THE BAGGAGE CLAIM AREA OF THE TERMINAL OR NAS

DETACHMENT CAPODICHINO DUTY OFFICE - ACROSS FROM THE TERMINAL - AFTER DUTY HOURS.

B. PERSONNEL WITH TAD DESTINATION TO NAPLES, ITALY TRAVELING VIA FIUMICINO AIRPORT.

-1- US AIRWAYS BUS SERVICE IS PROVIDED FROM ROME TO NAPLES. US AIRWAYS TICKETS MUST BE PURCHASED AT A COST OF APPROXIMATELY 30,000 ITL (APPROX 20.00 USD).

-2- BUS DEPARTS FROM FRONT OF THE TERMINAL.

LODGING OFFERED.

LODGING ARRANGED BY CONFERENCE HOST.
NEW YORK CITY/23JUN97

TRAVELER BOOKED IN HOTEL OF CHOICE.
PHILADELPHIA 16JUN97

HOTEL OVER PER DIEM BOOKED AS NO OTHER SPACE AVAILABLE - TRAVELER ADVISED AND ACCEPTED.
LONDON 21JUN97

TRAVELER BOOKED IN HOTEL OF CHOICE.
SAN DIEGO 25JUN97

HOTEL OVER PER DIEM AUTHORIZED BY A.O. TRAVELER REQUESTED HOTEL
PHILADELPHIA 26 JUN 97